COMPUTER TECHNOLOGY II

Levels: 10-12
Units of Credit: Semester (.5)
CIP Code: 52.0419
Prerequisite: Computer Technology, Computer Technology Concurrent Enrollment, or passed all 3 sections of IC3 Test

Word Processing – 30%   Database – 10%
Electronic Presentation – 15%   Discretionary – 10% *(this 10% is intended to be*
Spreadsheets – 35%   *used to enhance standards)*

Course Description: This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students will integrate applications learned. This course builds on skills included in Computer Technology.

Standard 0000-01	Students will apply features in a variety of applications.
Objective 0101	Identify and change default settings
0102	Identify and customize screen components (toolbars, ruler, status bar, document window, task pane, etc.) in each application
0103	Graphic Objects (examples: clipart, pictures, WordArt, drawing tools, text boxes) - Change size - Text wrapping - Borders and shading - Rotate
0104	Headers and footers, spell check, zoom and view, format painter
Standard 0000-02	**Students will build on word processing skills to create and edit documents using advanced features.**
Objective 0201	Review word processing skills learned in Computer Technology (see Standards and Objectives for Computer Technology Standard 0000-03)
0202	Tables - Create - Insert and delete rows/columns - Merge and split cells - Enhance appearance with borders and shading/color - Sort data
0203	References - Hanging indent - Footnotes/Endnotes - Bibliography/work cited - In-text citations
0204	Formatting and Page Layout - Section and page breaks - Headers and footers

	• Page numbering
	• Columns
	• Tabs
	• Apply and modify styles
0205	Mail Merge • Create a data source • Create a main document and insert merge fields • Merge a main document and data source
Standard 0000-03	**Students will build on spreadsheet skills to create and edit worksheets.**
0301	Review spreadsheet skills learned in Computer Technology (see Standards and Objectives for Computer Technology Standard 0000-04)
0302	**Formatting and Layout** • Cell alignment (horizontal, vertical, rotate, wrap text, merge cells) • Number formatting • Conditional formatting • Insert, move, delete, and copy portions of a worksheet • Apply and modify styles • Change page orientation • Freeze panes and split window • Manipulate worksheet tabs (insert, rename, delete, move, color, etc.) • Fill data in a row or column (formulas, series, etc.)
0303	**Formulas and Functions** • Create formulas • Relative and absolute cell references • Functions: MAX, MIN, COUNT, IF, VLOOKUP, HLOOKUP
0304	**Charts** • Create charts to appropriately represent data (pie, bar, column, line, etc.) • Place chart as an object in current worksheet or in a new sheet • Format chart elements (legends, titles, borders, fill, etc.)
0305	**Database Features** • Sort in ascending/descending order and by multiple fields • Define and apply filters • Subtotals • Lists
0306	**Printing** • Fit worksheet to specified number of pages (scaling) • Formulas • Gridlines and row/column headings • Selection of cells • Multiple sheets • Repeat rows and/or columns
Standard 0000-04	**Students will build on electronic presentation skills to create and edit slide shows.**
0401	Review presentation skills learned in Computer Technology (see Standards and Objectives for Computer Technology Standard 0000-08)
0402	**Create and Modify**

	• Apply appropriate design principles (professional business presentation) • Customize slide master • Apply custom animation and transitions • Insert objects (clipart, picture, table, chart, diagram, sound, and video) • Insert hyperlinks and action buttons • Add speaker notes to slides
0403	**Presenting a Slide Show** • ; • Print handouts, speaker notes, and outlines • Oral presentation skills
Standard 0000-05	**Students will acquire database skills to manage data.**
0501	**Create and Manage Tables** • Define databases and database management systems • Define database terminology (field, record, table, primary key, etc.) • Create database • Create and enter data in a table • Restructure (add and delete fields, change field names and properties, etc.) • Preview and print
0502	**Queries** • Create in design view and using wizard • Edit (add, delete, move, and hide fields) • Use criteria (text, wildcard, numeric, compound, and comparison operators) • Sort • Change field properties • Preview and print
0503	**Reports** • Create using wizard • Preview and print
Standard 0000-06	**Students will integrate word processing, spreadsheet, and electronic presentation software.**